

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Immediate Termination of Services for Breach of Contract

Dear [Recipient's Name],

This letter serves as a formal notification of the immediate termination of services provided by you under the contract dated [Contract Date]. This action is taken due to your breach of contract as outlined in [specific section or provision of the contract].

As per the terms of our agreement, [briefly explain the breach and any relevant details]. Your failure to comply with these terms has left us with no choice but to end our contractual relationship.

We request that you cease all services immediately and return any company property in your possession by [return date]. Any pending invoices must be submitted by [invoice submission date] for processing.

Please consider this letter a formal termination notice. If you have any questions or require further clarification, feel free to contact me at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]